



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development



NEW COMMUNITIES

REQUEST FOR APPLICATIONS (RFA)
RFA# ODMPED-NCYDCW-FY2014

From:

District of Columbia
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development

Grant Title:

New Communities
Youth Development and Community Wellness

Announcement Date:

June 7, 2013

RFA Release Date:

June 24, 2013

Pre-Application Conference Date:

July 9, 2013 at 10:00a – 11:30a

1100 4th SW, 2nd floor Conference Room 200
Washington, DC 20024

Application Submission Deadline:

August 8, 2013 at 6:00 p.m.

Submit to:

DCGrantsGO.com
By 6:00p.m.

**New Communities Youth Development and Community Wellness
Request for Grant Applications
Application Packet**

I. GENERAL INFORMATION

Introduction

The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development is soliciting applications to provide youth/senior development and community health and wellness activities that will be financed with Economic Development Special Purpose funds.

Purpose

The purpose of this Request for Applications (RFA) is to solicit proposals for the New Communities Initiative (NCI) for two eligible project categories that support the District's FY14 budget priorities and ongoing initiatives:

- (1) Youth/Senior Development, and
- (2) Community Wellness Program.

The goal of the New Communities Initiative is to improve the quality of life for families and individuals living in four neighborhoods in the District of Columbia: **Park Morton (Ward 1), Northwest One (Ward 6), Lincoln Heights/Richardson Dwellings (Ward 7) and Barry Farm (Ward 8).**

The Office of the Deputy Mayor for Planning and Economic Development (ODMPED) seeks qualified, experienced not for profit 501 (c) (3) organizations for this round of funding to participate in the revitalization of the four New Communities target areas previously mentioned.

Please see Section II (Program Guidelines) for a description of these project categories.

Grant Awards and Amounts:

The total amount available for awards is five hundred thousand dollars (\$500,000) in Economic Development Special Purpose funds. Of this, no more than \$500,000 shall be available to provide education, resources, activities and events on youth and senior development and community wellness programs for District of Columbia residents only. There may be up to a total of fifteen (15) awards to eligible applicants. Grants up to a maximum of \$40,000 are available.

II. PROGRAM GUIDELINES

This section outlines the eligibility requirements and program guidelines, including project requirements, and project budgets.

Eligible Applicants:

Not-for-Profit organizations that meet all of the following criteria are eligible to apply:

1. Have a federal 501 (c) (3) tax-exempt status and must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.). **Eligible applicants must have tax exempt status for two consecutive years prior to application submission.**
2. Have a principal place of business located within the District of Columbia.
3. Demonstrate a commitment to the NCI target area where the project is proposed through a successful track record of offering and operating programs, projects, services, or facilities.
4. Be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division, the Office of Tax and Revenue, and the Internal Revenue Service (IRS).
5. Cannot be classified as an ineligible applicant listed below.
6. Be a community-based organization(s), defined as: non-profit agency with an active board of directors that is familiar with the community served.

NOTE: For organizations that are former and current NCI grantees, NCI staff will evaluate performance under their previous and/or current grant agreement. This includes timely submission of monthly and final close-out reports, site visit reports, and implementation of the program in accordance with the executed grant agreement. ***If your organization has not completed or submitted a final close-out report for a prior year's grant for which programming has ended.**

****Applicants must be current and in good standing with all other funding received from any other District of Columbia agency.***

Ineligible Applicants:

Individuals, 501 (c) (6) organizations, for-profit organizations, political organizations, universities, hospitals, newspapers, and individual businesses. In addition, entities that have failed to complete current CDBG funded projects and/or other District government funded projects (grants or loans) in prior years are also ineligible. Organizations that are not registered to perform business in the District of Columbia are also ineligible.

Partnerships:

1. Unincorporated community-based or neighborhood organizations may partner with an eligible applicant on a proposed project; however, the eligible applicant must act as the lead organization and accept fiduciary responsibility for the application and grant. The roles and responsibilities of both partners must be clearly articulated in the application.
2. Partnerships among eligible organizations are encouraged. The partnership organization must submit a minimum of (3) letters of recommendation (letters must be within the last three months of the application submission date). The roles and responsibilities of both partners must be clearly articulated in the application.
3. The Partner must be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division, the Office of Tax and Revenue and the Internal Revenue Service (IRS) and the CDBG program.

Project Eligibility Requirements:

In order to be eligible the proposed projects must:

1. Be physically located within or near the boundaries of one of the NCI target areas (**See Section V – NCI Target area boundaries and map**).
2. Meet the complete criteria of one of the eligible project categories listed below.
3. Fulfill NCI program objectives of stimulating economic development and neighborhood revitalization through (a.) human service programming and/or (b.) providing workforce development opportunities in the target area.
4. Be supported by community stakeholders such as Advisory Neighborhood Commissions, civic or resident associations, and Councilmember offices.
5. Provide a public benefit to the NC target area that addresses a recognized need.
6. Be led by a project team composed of at least 3 people who are accountable for implementing the project.
7. Be open to all residents within and surrounding the NC target area boundaries.
8. **DO Not** propose any non-eligible uses of the grant described below.

Project Categories

1. **Community Health and Wellness:** proposals that focus on but certainly not limited to healthy living, and making smart choices related to health and wellness. The program should focus on seniors (55 years and older) as well as youth (up to age 24). Examples include: health education programs, health screenings and testing, outreach and activities (i.e.: treatment and prevention; food selection and food preparation, etc.).
2. **Youth and/or Senior oriented programming:** proposals that focus on improving the lives and economic opportunities for seniors (55 years and older) and youth (up to age 24). Examples include: financial literacy programs, youth enrichment programs, pre-retirement planning, youth parenting classes, and higher education mentoring programs (i.e. SAT prep., application and financial aid instruction etc.).

NOTE: For this round of funding, eligible applicants can submit only one application for one specific target area and one project.

Non-Eligible Uses of the Grant:

1. Repair, replace, improve or purchase equipment for a DC government agency or facility (i.e.: school, recreation center, and etc.).
2. **Acquisition, lease, or rental of property** for any use.
3. Construction or demolition activities related to housing.
4. Predevelopment activities related to the implementation of the proposal or the administration of the grant.
5. Operating expenses not related to the implementation of the proposal or the administration of the grant.
6. Expenses incurred prior to grant award and execution of the grant agreement with the District.
7. Bank fees associated with the establishment of a separate independent bank account which is a requirement of this grant.

Award Period:

Proposals submitted under this RFA should be ready to commence **30 days** after award notification. The grant period under the NCI will end on September 30th, 2014, and will begin on the date of execution of the grant agreement with the District.

Budget:

Applicants must complete a Budget and budget narrative (see Attachment B). Personnel costs must be detailed for each position and include specific wage and fringe benefits information; a maximum of **15% of the total grant can be used for salaries and 5% of base salaries can be used** on fringe benefits. The only salaries that may be funded are those of employees working directly with New Communities.

Documentation requirements for individual items to be purchased with grant funds are as follows:

- a. Items valued between \$500 and \$4,999 must be supported with a written bid, proposal, or estimate.
- b. Items valued over \$5,000 must be supported with at least three written bids.
- c. In special circumstances, applicants may request a waiver to the written bid requirements.
- d. Stipend incentives for program participants are capped at **\$2500.00 per month per individual**.

Leveraging Resources:

While there are no matching requirements for this grant, Applicants are encouraged to leverage resources from other sources and applications will be evaluated on this factor (see Section III). Applicants shall discuss resource leveraging in the budget narrative in Attachment B and provide supportive documentation to demonstrate funding availability and/or commitments.

Performance Measures:

Applicants are required to submit a minimum of three performance measures as part of the application (see Proposal Narrative in the RFA Package). The measures should be specific, results oriented, and directly related to the intended outcomes of the project. Completion of Proposal activities in the work-plan does not constitute adequate performance measures. The assessment method should be appropriate and the data adequate to support the measures.

Community Support:

Applicants and Partners are required to provide documentation of community support from local organizations in the NC target area. This may include letters of support from Advisory Neighborhood Commission (ANC), ANC single member district members, civic or neighborhood associations, or Councilmembers. Support letters should be current (**no older than two months from the deadline submission date of the application**) and clearly reference New Communities Initiative grant and the Applicant's Proposal. Support letters **must** accompany the application at the time of submission. ODMPED may contact persons or organizations that submit letters of support.

Decision on Awards:

The recommendations of the review panel are advisory only and are not binding. The final decision on awards rests solely with Executive Office of the Mayor. After reviewing the recommendations of the review panel and any other information considered relevant, the Executive Office of the Mayor shall decide which applicants to award funds and the amounts to be funded.

General Reservation: ODMPED reserves the right to accept or deny any or all Applications if ODMPED determines that it is in the best interest of the District to do so.

Amendments to RFA: ODMPED reserves the right to issue Addenda and/or Amendments to this RFA subsequent to the issuance of this RFA, or to rescind this RFA.

No ODMPED Liability for Costs: ODMPED shall not be liable for any costs incurred by Applicant in the preparation of Applications in response to this RFA. Applicant understands and agrees that all costs incurred in developing and preparing any Application shall be Applicant's sole responsibility.

Pre-Award Visits to Sites: ODMPED may conduct pre-award on-site visits to verify information submitted in an Application and to determine if the Applicant's facilities are appropriate for the grant award.

Conflicts: In the event of a conflict between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the Applicant to ensure compliance.

III. SUBMISSION OF APPLICATIONS

Application Submission:

All applications must be submitted online at DCGrantsGO.com. **The deadline to submit applications online is August 8, 2013 at 6:00 p.m.**

Hand delivered, emailed or faxed applications will not be accepted.

Interested applicants are encouraged to attend the following Information Session on **Tuesday, July 9, 2013 at 10:00 a.m. to 11:30 a.m.** at the Department of Consumer and Regulatory Affairs building 1100 4th Street, SW, 2nd floor Conference room 200, Washington, DC 20024. There will be a limited amount of time given to the Q & A during the Information Sessions.

IV. REVIEW AND SCORING OF APPLICATIONS

Review Panel:

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DMPED shall make the final funding determination.

Scoring Criteria:

Applicants' proposal submission will be objectively reviewed against the following specific scoring criteria.

Criterion A. Program Description (Total 40 Points)

1. The proposed includes a detailed narrative that speaks to the proposed activities, work plan; how it will result in timely project start-up, and how it will accomplish the project objectives and measurable outcomes. **(10 Points)**
2. The proposal clearly describes the outreach approach and methods to be used with the selected target population including a detailed description of the approach to working with disabled and senior residents. The proposal includes information on how the applicant will conduct a multifaceted outreach effort to inform, recruit, and enroll consumers into their program. The proposal should include the number of staff, number of outreach hours, and proposed activities. **(20 Points)**
3. The proposal clearly delineates the following: (1) targeted population(s) to be assisted through the service; (2) the areas of education/training to be delivered; and, (3) specifies via evidence of prior experience, the location of the proposed activities. **(10 Points)**

Criterion B. *Organizational Capacity and Relevant Experience* (Total 30 Points)

1. The applicant must demonstrate knowledge, experience, and linkages to the target population, as well as experience in providing the relevant services. **(10 Points)**
 - a. The applicant provides documented community ties including linkages/partnerships with other community-based organizations, experience working with the target population, and the capacity to successfully meet the responsibilities associated with this funding opportunity.
 - b. If no experience has been acquired, the applicant must describe how past or planned linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 points)**
 - a. The applicant identifies and demonstrates an understanding of issues affecting the target population.
 - b. Letters of support from community-based organizations and/or advocacy groups are provided that speak to the organization's experience with specialized populations.
3. The applicant presents a clear plan that indicates that existing and prospective qualified employees possess or will possess the training and experience necessary to lead and implement the proposed scope of services and deliver the expected results. **(10 Points)**

Criterion C: *Sound Fiscal Management and Reasonable Budget* (25 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant and contract funds that support the organization. **(15 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(10 Points)**

Criterion D: *Overall Feasibility of the Project* (Total 5 Points)

The applicant provides documentation that the proposed program will be fully supported by management and the (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 Points)**

CRITERIA	POINTS
Program Description	40
Organizational Capacity and Relevant Experience	30
Sound Fiscal Management and Reasonable Budget	25
Overall Feasibility of the Project	5
TOTAL	100

Award Notification

Applicants will be notified of ODMPED's decision via email confirmation.

V. POST AWARD REQUIREMENTS

1. Grantees are required to enter into a grant agreement with the Office of the Deputy Mayor for Planning and Economic Development (ODMPED). All provisions of the grant agreement must be upheld by the Grantee, or the Grantee will be in breach of the agreement.
2. Grant funds are released according to a draw schedule that is developed by NCI program staff in consultation with the Grantee. Grantees are required to meet project-specific milestones stated in the draw schedule as a condition of the release of grant funds. All grant funds must be fully expended by no later than September 30, 2014.
3. All projects shall be conducted in accordance with local and federal laws.
4. The Applicant must be able to show proof of all insurance coverage required by law. All Applicants that receive awards under this RFA must show proof of required insurance prior to receiving funds.
5. Grantees will be required to submit monthly progress reports, a final grant close out report, and other required reports as outlined in the grant agreement.
6. The Grantee shall establish a separate independent bank account of other account records for funds received under this grant. Grantee shall maintain complete and accurate records and documentation of all costs incurred under this agreement in accordance with the instructions of ODMPED and organized in a manner that identifies the cost categories set forth in the project budget. QuickBooks or other in-house accounting systems will not supplant establishing a separate bank account.

VII. NCI TARGET BOUNDARIES

****The proposed location must fall within the legislated target area boundaries in order to be eligible for funding.***

Target Area #1 - Park Morton (Ward 1)

Target Area #2 – Northwest One (Ward 6)

Target Area #3 – Lincoln Heights/Richardson Dwellings (Ward 6)

Target Area #4 – Barry Farm (Ward 8)

